

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

**JOB VACANCY POSTING**

**POSTING NUMBER:** HR-0070

**ISSUE DATE:** April 11, 2013

**TITLE:** PROGRAM SUPPORT SPECIALIST 1, (ASSISTANCE PROGRAMS)

**DIVISION/UNIT:** Housing & Community Resources  
Housing Assistance Program

**CLOSING DATE:** April 25, 2013

**LOCATION:** 101 South Broad Street  
Trenton, New Jersey

**SALARY RANGE:** R27: \$65,890.76 - \$93,819.11

**POSITION(S):** 1

**DISTRIBUTION:** DEPARTMENT

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**DESCRIPTION OF MAJOR DUTIES:** Under the direction of a Supervising Program Support Specialist or other supervisory official supervises the work of a professional unit responsible for performing activities to maintain, monitor and/or implement client services/assistance programs OR maintains, monitors and/or implements a complex client services/assistance program; acts as a liaison between the agency and other public and/or private organizations; does other related work as required.

**EDUCATION:** Graduation from an accredited college with a Bachelor's degree.

**EXPERIENCE:** Three (3) years of experience in a public or private agency having responsibility for analyzing, monitoring, maintaining or implementing social service, economic assistance, community service, sustenance (food), or any other human support/assistance program.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

**NOTE:** A Master's degree in Social Work, Psychology, Education, Public Administration, Business Administration, or a related field may be substituted for one (1) year of the required experience.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

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- ☒ A promotable eligible exist within the unit scope.  
☐ A promotional or open competitive list exists.  
☐ Depending upon the qualifications of applicants, appointment may be made at a lower level.

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**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:**

Human Resources Director  
New Jersey Department of Community Affairs  
HR# 0070  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.state.nj.us](mailto:resume1@dca.state.nj.us)

**Interviews will be granted on the basis of the resume.**

**NOTE:** In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

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**The New Jersey Department of Community Affairs is an Equal Opportunity Employer**